

Privacy notice - COVID 19 (Coronavirus) Wakefield Council

This Privacy Notice is in response to the Covid-19 (coronavirus) Pandemic and supports our overarching Privacy Notice (Transparency Notice) and explains how Wakefield Council (as a Data Controller) will collect, use and protect personal data.

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. Some of your personal data is classed as 'special category data' because it is the information that is considered to be more sensitive and therefore requires more protection. This includes your medical data.

How Your Personal Data is used

The Council already holds data regarding residents, employees and stakeholders. You may have provided this information for a specific reason. Normally, the Council would seek to inform you that the data provided would be used for a different purpose. Due to the rapidly emerging situation regarding the current Pandemic this will not always be possible. If the Council already holds information regarding vulnerability as defined in the current guidance from the Government and [Public Health England](#), we may share this information for emergency planning purposes or to protect your vital interests by sharing with services both inside and outside the council.

In this current Pandemic we may share your information with other public authorities, emergency services, volunteer groups and other stakeholders as necessary and where it is proportionate to do so.

We will only share the minimum of information on a 'need to know' basis to ensure vulnerable people are protected and supported during the Pandemic.

We may in this current crisis need to ask you for personal information including sensitive personal information, for example, your age or if you have any underlying illnesses or are vulnerable, that you have not already supplied. This is so the Council can assist you and prioritise its services.

During the Pandemic Wakefield Council will process information in a secure manner and keep your information safe.

The Information Commissioner's Office has published its own [FAQs](#) on data handling during the Pandemic.

What authority does the Council have to collect and use this information?

How we are processing your personal data will determine the legal basis for processing. The legal bases for processing by the council as a public authority is in accordance with the General Data Protection Regulation (GDPR):

- Where disclosure is in the vital interests of yourself or another person (Article 6(1)(d) and 9(2)(c) GDPR)
- Where it is necessary in the public interest (Article 6(1)(e))
- Where it is necessary for the reasons of substantial public interest Article 9(2)(g)
- Where it is in the interest of public health Article 9(2)(i)

How long will we keep your data?

We will only use your personal information whilst delivering support and assistance to you, unless the law requires us to keep it for a longer period.

If you have any queries you can email:

Data Protection Officer – dpo@Wakefield.gov.uk

Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Automated Decision Making

Part of our process may include automated decision making. You have a right to not be subject to a decision based solely on automated processing.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number